

## TIP SHEET #2 FOR SUBMISSION OF BENCH-TO-BEDSIDE PROPOSALS VIA *PROPOSALCENTRAL*

*For questions about proposalCentral, email [pcsupport@altum.com](mailto:pcsupport@altum.com) or call toll-free 800.875.2562  
For questions re: Bench-to-Bedside Program, email [BenchtoBedside@nih.gov](mailto:BenchtoBedside@nih.gov) or call Courtney Bell at 301.402.0102 or Pat Piringer at 301.402.2435*

### To submit Full Proposal:

- (1) **Intramural investigator**, you will have already registered with proposalCentral when you submitted your LOI. You should have received an email indicating that your LOI was approved. If you want collaborators to assist with edits to your proposal, they must register in the system and you will need the email address they registered to add them to your project. Colleagues may edit your proposal but the online application **MUST BE INITIATED AND SUBMITTED BY THE INTRAMURAL INVESTIGATOR**.
- (2) Your project will be listed on the first screen when you log in at [HTTPS://PROPOSALCENTRAL.ALTUM.COM/](https://proposalcentral.altum.com/)
- (3) Click the link titled **"edit"** and that will allow you access to your full proposal
- (4) The first link is project title and costs. Your proposal title is automatically filled in, but can be changed. The budget box on this page asks for the total 2 year amount of \$\$ you are requesting. You can come back to this box after you fill out the budget sheet which is one of the required templates in Link #2.
- (5) In Link #2, you will see a link for 3 attachments:
  - (1) The **proposal summary** is where you create the write-up for your project. It begins as a Word document and should be no longer than 5 pages. This 5 page limit DOES NOT include your budget sheet, references or a biosketch. You can save the proposal write-up on your desktop and work on it as needed. At the point when you are ready to submit the final version it must be converted to a pdf file and you will upload it as per the instructions.
  - (2) The **budget sheet** is an Excel file; fill in each of the fields and the totals are automatically calculated. You will need the 2 year total for both intramural and extramural (including indirect costs) for the budget box on the first page (Link 1).
  - (3) A **biosketch** is required for the principal investigator(s) and is optional for the associate investigator(s).
- (6) The next screens are self-explanatory – remember to always select **"save"**, then **"next"** to advance.
- (7) The deadline for submitting your proposal is November 23<sup>rd</sup> at midnight. If you submit your proposal before this deadline, you can log back into the system for changes. To edit, unsubmit your proposal, make changes, and then, **re-submit**. NO changes can take place after this date.